



# Chicago Metropolitan Agency for Planning

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## Information Technology Information Technology Intern (INTE2017) February 15, 2017

**Job Category:** Information Technology Intern – Finance & Administration

**Experience Required:** Current enrollment in an undergraduate or graduate program

**Salary Range:** Undergraduate \$12.00 to \$15.00 per hour/Graduate: \$15.00 per hour

The Chicago Metropolitan Agency for Planning (CMAP) is seeking to hire an intern in the Information & Technology Division of the Finance & Administration Department. This position is located in Chicago, IL. The Chicago Metropolitan Agency for Planning (CMAP) is our region's comprehensive planning organization. The agency and its partners are developing ON TO 2050, a new long-range plan to help the seven counties and 284 communities of northeastern Illinois implement strategies that address transportation, housing, economic development, open space, the environment, and other quality-of-life issues. See [www.cmap.illinois.gov](http://www.cmap.illinois.gov) for more information.

### Position Description

The intern will be responsible for providing technical support within the IT division as well as providing first-level technical expertise, advice, and support to all CMAP staff.

### Essential Functions

- Provide help desk user support to staff requiring technical assistance.
- Assist with fundamental operations of commonly used software, hardware, and other equipment.
- Perform hardware upgrades (memory installs, hard drive upgrades) as required.
- Install desktops, laptops, monitors, printers and other IT related equipment.
- Assist with configuring and deploying desktop computers and laptops. Assist in the research and documentation of CMAP computer systems.
- Other responsibilities as directed by supervisor.

### Qualifications and Skills

Applicants should have a working knowledge of common operating systems and software applications including Windows 7 and Microsoft Office (i.e., 2010, 2013, 2016, O365). Must possess the ability to communicate effectively with team members. Basic understanding of computers and computer networking is also required. Web development experience such as content management systems (i.e., Wordpress, Joomla!, Drupal, etc.) and database knowledge (i.e., Microsoft Access, SQL, etc.) are desired, but not required.

### Education and Experience

Undergraduate applicants must be entering their junior or senior year in Fall 2017. Graduate applicants are expected to complete their programs in 2018 or 2019. Current enrollment in a

Bachelor or Masters' degree program in Computer Science, Business Administration, or Information Systems is recommended. It is important that applicants have a general understanding of personal computers, printers, troubleshooting, and Microsoft Office software.

While interns will be supervised by CMAP staff, they will be expected to take a high level of responsibility for their own work, and should be self-motivated.

The intern position is for one year during the school year and will begin in May 2017 and run until the end of June 2018. The intern will be expected to work approximately 19 hours per week in the fall and spring. At CMAP's discretion the internship may be extended past the fiscal year. This is subject to excellent performance of job responsibilities.

**Contact Information**

Please submit cover letter and resume via our website at <http://www.cmap.illinois.gov/about/careers>. Please refer to **Job Code (INTE2017)**.

**Posting End Date**

This posting will close on March 15, 2017 at 5:00 p.m. CDT. All applications must be completed and submitted within the 30-day timeframe.

The Chicago Metropolitan Agency for Planning is an Equal Opportunity Employer.